



MID SURREY MENCAP TRUSTEES REPORT - 31 March 2022

Reference and Administration Details

Charity name	Mid Surrey Mencap
Registered Charity Number	1160493 (Registered in England and Wales)
Charity's Address	Fortyfoot Hall Fortyfoot Road Leatherhead Surrey KT22 8RY
Office (manned part time)	01372 374555
Email	info@midsurreymencap.org.uk
Website	www.midsurreymencap.org

Names of the charity trustees who manage the charity

Sharon Lukey	Chair
Cynthia Dendy	Treasurer
Gill Keens	Secretary
Gaynor Gibbins	
Michael Perks	(Appointed 15 September 2022)

Names of committee members who attend monthly meetings with the trustees

Catherine Shrimpton	Manager, Leatherhead Link Day Service
Caroline Black	
Barbara May	
Carol Maybury	
Marion Price	

Structure, Governance and Management

Type of governing document	The Constitution was adopted on 22/04/2015
How the Charity is constituted	Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1 st April 2016
Trustee selection method	Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.
Decision making	Proposals are discussed at our monthly meetings. Decisions are made by the Trustees by a simple vote, considering the Committee's views. In the event of a matter being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how to manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of evening clubs for adults, day services for adults and social events throughout the year for adults and their families.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of our presence in the community by encouraging volunteers to participate in our services, activities and social events.

Activities and Achievements

We started this year's activities on in April 2021 with continued Covid 19 restrictions affecting our services.

In line with Government and Surrey County Council instruction, Mid Surrey Mencap adhered to safety guidelines set out for day centres and social events ensuring the safety of all our members and staff.

We continued to apply to Surrey's Covid Infection Control Fund, which allowed us to run our day service more safely and we are pleased to report that we only encountered 4 days of closure in 2021 due to a Covid outbreak at the centre in December.

In September 2021 we were pleased to reopen our social events activities for our extended members, starting with a garden BBQ for families and friends and our Wednesday evening social club. Numbers to these events were small to start but throughout the rest of the year we are pleased to report that members gradually returned to pre-covid numbers.

The Leatherhead Link day service funded by Surrey County Council supported around 40 people over the year with many attendees requiring extra support. To meet the safety of individuals we recruited an extra member of staff and we now have 4 full time and 3 part-time. The day centre is also supported by 4 volunteers who give their time freely.

Demand for placements at our day centre continues to increase and in January 2022 we opened a fifth day. This extra day was opened for adults with severe and profound disabilities allowing more room for wheelchairs and tailored activities to meet individual's needs. This day is subsidised as the cohort require a higher ratio of staff per person.

Despite the difficulties associated with the ongoing pandemic we have managed to achieve some of our previous year's targets.

- Work was completed on the sensory/quiet room and the space is now in full use. Specialist equipment is extremely expensive, and we will gradually acquire further items when finances allow.
- Work to update the ladies' toilets is now complete and include safety taps, new sinks and a larger hot water tank.
- The Trustees took the decision to spend reserves to renew the hall roof and boundary fencing which were damaged during heavy winds and storms and were beyond repair.
- We continued to increase our presence at local and national level by attending Zoom forums on topics concerning learning disabilities. We have also gained more members by reaching out to parents and carers in local SEN schools and care homes.
- We continued to offer free and subsidised places to our day services for members who through financial hardship could not afford to pay in full.

Plans

- The need for a new hall remains a priority however with the current economic crisis raising £0.8m for a new build will be a huge challenge.
- With the hall now in use 6 days a week we will continue to maintain the current building in a good state to meet the needs of our members.
- We are exploring options on how we can extend our current building, without affecting any future new build, to include a new teaching kitchen and extra toilet facilities which will further enhance our services.
- Securing funding to renew the driveway surface. The current concrete, original to the building, requires constant maintenance to keep safe for our hall users.
- Funding options are being explored to replace the minibus.

Financial Review

In summary, increased income from our day-care activities, combined with further legacy and donation income have allowed investment in our facilities and leaves us in a strong financial position relative to prior years. The detailed accounts are on Page 7 below.

Our surplus for the year was £83,800 (2021 : Surplus of £100,800) a decrease of £17,000. Total funds available total £235,700 (2021 : £151,900) with no liabilities.

Income increased by £122,700 to £285,900 (2021 : £163,200) Fees for day services increased £171,400 to £221,500, grant income fell £28,500 and legacy income fell £42,100. Other sources of income including donations increased £21,900. Our day services income included £161,700 from Surrey County Council (2021 : £43,700) with staff resources and other running costs increasing as a result.

Our total costs increase £139,700 to £202,100 (2021 : £62,400) Staff costs increased £83,400 to £114,500, activity running costs increased by £12,700 to £17,200 and all other operating costs (included grant-related expenditure) decreased £1,600 to £24,800. Finally, our refurbishment costs increased by £42,000 to £45,600 as we continued to maintain and upgrade our premises.

Unspent grants totalled £9,100 on 31 March 2022.

Reserves

Our balance sheet shows unrestricted funds of £235,700 (2021 : £151,900), an increase of £83,800. Our reserves are held in accounts at Barclays, Virgin Money and United Trust Bank.

Current Year Outlook

Our financial position has remained strong and will allow us to continue to invest in our services and premises.

Reserves Policy

The Trustees consider the increased level of reserves as appropriate. Our activities and both our income and costs have increased again in this current financial year to March 2023. We have no direct contract with Surrey County Council and we will maintain higher reserves in the event that our income reduces as a result.

Declaration

The trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees:



Full Name **Sharon Lukey**

Cynthia Dendy

26 January 2023 Chair

Treasurer

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap ("the Charity") for the year ended 31 March 2022 on Page 7.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

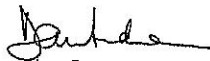
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matter in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 26 January 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Mid Surrey Mencap

1160493

CC16a

For the year
from

01-Apr-21

To

31-Mar-22

Section A - Receipts and payments

	Unrestricted funds	Restricted funds	Other	Total funds	Last year
	£	£	£	£	£
A1 Receipts					
Income from Surrey County Council	161,683	-	-	161,683	43,650
Income from other service users	59,799	-	-	59,799	6,451
Legacy Income	18,750	-	-	18,750	60,815
Grant Income	-	10,669	-	10,669	39,148
Hall Lettings and Minibus Income	650	-	-	650	-
Fund raising	2,714	-	-	2,714	1,679
Donations	29,909	-	-	29,909	9,841
Supporters Subscriptions	1,579	-	-	1,579	1,468
Bank Interest	152	-	-	152	123
Total Receipts	275,236	10,669	-	285,904	163,176
A3 Payments					
Staff Costs	114,526	-	-	114,526	53,917
Furlough Receipts	-	-	-	-	(22,797)
Activities - Other Running Costs	17,184	-	-	17,184	4,525
Grant Expenditure	-	10,834	-	10,834	12,262
Premises	9,695	-	-	9,695	4,086
Insurance	1,100	-	-	1,100	2,556
Motor Expenses	2,130	-	-	2,130	2,235
Administration	1,061	-	-	1,061	2,076
Refurbishment Project	45,560	-	-	45,560	3,541
Total payments	191,255	10,834	-	202,089	62,401
Net of receipts and payments	83,980	(165)	-	83,815	100,775
A6 Opening Balance	142,622	9,274	-	151,896	51,121
Cash funds this year-end	226,602	9,109	-	235,711	151,896

Section B - Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Total
		£	£	£
B1 Cash funds	Barclays	130,107	9,109	139,216
	Virgin Money - Savings Account	46,495	-	46,495
	United Trust Bank - Term Deposits	50,000	-	50,000
	Total cash funds	226,602	9,109	235,711
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Freehold of Land at Forty Foot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
	Leasehold improvements at Forty Foot Road - KT22 8RY	Unrestricted	-	-
	Minibus	Unrestricted	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None	-	-	-
Signed by two trustees on behalf of all the trustees	Signature	Name	Date of approval	
		S.L. Lukey	26-Jan-23	
		C. Dendy	26-Jan-23	